

## **POST-CONSTRUCTION SITE MANAGEMENT AND INSPECTION**

### **1. PURPOSE**

- a. Maintain log of post-construction maintenance and inspections of storm water facilities performed by owner of private residential, commercial, and industrial properties.
- b. Develop standard procedures for completing inspections of storm water facilities of private residential, commercial, and industrial properties to ensure that the Post-Construction Storm Water Maintenance Plan is followed and pollutants are contained and managed.

### **2. TRACKING OF POST-CONSTRUCTION MAINTENANCE AND INSPECTION BY OWNER**

- a. Once the Maintenance Agreement is recorded and confirmed, the City will information for the property in Cityworks for tracking of the post-construction inspections and maintenance performed by the Owner.
- b. Manage Cityworks database to confirm that property owners are completing required maintenance and inspections.
- c. The City Storm Water Inspector will perform the first post-construction inspection with the owner for the final bond release at the end of the 1-year warranty period.

### **3. POST-CONSTRUCTION INSPECTION BY CITY**

- a. Storm Water Coordinator is responsible for coordinating and performing post-construction inspections and documenting/tracking inspections and enforcement.
- b. Conduct post-construction inspections once every five years:
  - Before inspection
    1. Send letter to owner/manager of private residential, commercial, or industrial property to inform the individual of the scheduled inspection.
    2. Review the following:
      - a. Spreadsheet Post-Construction Maintenance and Inspection by Owner for history of maintenance and inspections completed by Owner.
      - b. Cityworks database for previous inspections completed by City.
      - c. Post-Construction Maintenance Plan and Agreement for property.
    3. Plan approach for inspection.
    4. Bring copy of Post-Construction Maintenance Plan for quick referral.
    5. Take any necessary equipment for measuring.
    6. Be sure to have personal protection equipment.

- Inspecting the Site
  1. Evaluate the site and document inspection findings using the Post-Construction Inspection Form.
  2. Communicate with owner/manager regarding any noncompliance items.
- 4. ENFORCEMENT ACTION
  - a. Follow procedures identified in SOP – Storm Water Enforcement as needed.
- 5. DOCUMENTATION
  - a. Inspections and maintenance performed by owner and inspections performed by the City are to be documented in Cityworks.